

**Job Title:** Corporate Giving & Partnerships Officer

**Location:** Braintree, Essex (Hybrid working considered)

**Contract:** 1-year fixed term, part-time (7.5 hours per week – can be split across days)

**Salary:** £6,000 per year (pro-rata from £30,000 FTE)

#### About Braintree Area Foodbank

Braintree Area Foodbank is committed to ensuring that no one in our community has to go hungry. We provide emergency food and support to individuals and families in crisis while working towards long-term solutions to food poverty. As the demand for our services continues to grow, we need to secure more sustainable funding sources to maintain and expand our vital work.

#### The Role

We are looking for a motivated and experienced **Corporate Giving & Partnerships Officer** to help secure the financial sustainability of Braintree Area Foodbank. This is a fantastic opportunity for someone with a strong background in fundraising, corporate partnerships, and grant applications who wants to make a tangible difference in the community. Working closely with our management team and trustees, you will be responsible for increasing our income from individuals, businesses, and grant-making bodies.

*Braintree Area Foodbank Ltd is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and trust that new team members will too.*

#### Main Responsibilities

- Develop and implement a fundraising strategy aimed towards meeting our annual funding needs of £300,000.
- Build and maintain relationships with local businesses to secure financial support, sponsorships and encourage payroll giving schemes.
- Monitor and report on fundraising performance, providing updates to the trustees.

#### Possible Future Responsibilities (If hours increase)

- Identify and apply for grants and funding opportunities from trusts, foundations, and corporate sponsors.
- Engage with individual donors to encourage regular giving and increase community support.
- Organise and support fundraising campaigns and events.
- Develop marketing and promotional materials to support fundraising efforts.

#### Company Responsibilities

- You will be expected to participate in a staff appraisal scheme for yourself and staff you may manage.

### **Effective People Management**

- You may have access to confidential data on staff and services. Failure to maintain confidentiality may lead to disciplinary action which could ultimately lead to dismissal.

### **External Liaison and Communication**

- Ensure compliance with the terms of the foodbank franchise as set out in the Operating Manual, ensuring the security of the Trust's intellectual property, including attending various local, regional & national meetings, as appropriate.

### **Data and Reporting**

- Ensure the timely reporting to Directors/Trustees of all exceptional events, e.g. complaints, significant press contacts, accidents, external evaluations, safeguarding incidents or risk to reputation etc.
- Assist with the maintenance of on-line and other data recording systems, monitoring key indicators and supporting data input volunteers to ensure the maintenance of all records.

### **Equal Opportunities**

The Board of Braintree Area Foodbank Ltd believes that all people are created equal in the sight of God and seeks to promote all the foodbank's activities in ways which recognise and encourage that principle.

### **Training**

- Induction on commencement of role.
- IT system training for Trussell Trust data program as required.
- Ensure completion of all specific training relevant to your role, take opportunities for further professional development and training as appropriate.

### **Changes to this Job Description**

You have the responsibility to discuss any job changes with your line manager at the time the change occurs and agree any permanent substantial change. You may be required to carry out other duties as reasonably required of you.

Person Specification – Corporate Giving & Partnerships Officer

Category	Criteria	Essential	Desirable
Qualifications	Full UK driving licence and access to own transport		Y
Experience	Proven track record of successful corporate fundraising or partnership development		Y
	Experience developing and implementing fundraising strategies		Y
	Experience managing relationships with businesses and/or donors		Y
	Experience writing funding applications or bids		Y
	Experience of using data and reporting tools to monitor and evaluate fundraising activity		Y
Skills & Abilities	Excellent written and verbal communication skills	Y	
	Strong interpersonal skills with the ability to build and maintain relationships with a range of stakeholders	Y	
	Strategic thinking and the ability to plan, implement, and evaluate activities effectively	Y	
	Self-motivated, proactive, and able to work independently with minimal supervision	Y	
	Excellent organisational and time management skills, with the ability to manage multiple priorities	Y	
	Ability to confidently and ethically persuade, influence, and 'sell' the charity's vision to potential corporate partners	Y	
	Commercially aware and comfortable discussing value propositions, sponsorship benefits, and return on investment with businesses	Y	
	Able to balance compassion with a confident, persuasive approach in securing financial support	Y	
Knowledge	Understanding of issues affecting people in poverty or crisis		Y
	Knowledge of local business and community networks in Braintree and surrounding areas		Y
Personal Qualities	Commitment to the values and mission of Braintree Area Foodbank	Y	
	Commitment to tackling food poverty and social injustice	Y	
	Willingness to work collaboratively as part of a small team, sharing ideas and supporting others	Y	
	Able to balance compassion with a confident, persuasive approach in securing financial support	Y	